Lexign – Keyfile

HIGHLIGHTS

>*Transforms paper-based document storage into an electronic process via document management and imaging technology*
>*Dramatically reduces storage space and the time required to retrieve, update, and store a document*
>*Eliminates the costs associated with physically routing forms throughout an organization or to remote locations*
>*Tracks multiple revisions, so the history of every document can be reviewed at any time*

TAKE CONTROL OF DOCUMENT MANAGEMENT

Is your organization struggling to manage the daily flood of documents, faxes, and correspondence that are typical of today's business environment? When folders, paper, and file cabinets are as integral to your operations as your computers, you're working at a disadvantage. You're not getting the full value of your investment in business process automation. Worse yet, you're wasting time, money, effort, and office space maintaining a paper-based process that's inherently inefficient. It's time to get document management under control. It's time to get Lexign.

Lexign provides software applications that allow organizations of all sizes to safely and securely conduct business in a paperless environment using LANs, WANs, the Internet, and wireless communications. Our Lexign Keyfile software is a document management and imaging system that transforms traditional, paper-based document storage into an efficient, cost-effective electronic process.

MANAGE DIFFERENT TYPES OF DOCUMENTS AND MEDIA

Lexign Keyfile allows you to manage text, video, audio, correspondence, faxes, scanned images and graphics as a single, electronic document. Used with Lexign FlowTM (Lexign's workflow product), Lexign Keyfile allows you to design workflows that determine—and monitor in real time—how documents are created, updated, and reviewed. Once a document has been created, Lexign Keyfile allows you to annotate it using voice, handwritten, highlighted, or typed ("sticky note") comments. You can even specify where to add comments or data onto scanned images. Because Lexign Keyfile tracks revisions, you can review the history of every document at any time. You can also find documents quickly, since Lexign Keyfile supports searches on keywords, author, and document names. You can even track multiple copies of the same document.

With Lexign Keyfile, you can quickly and easily retrieve any element within a document, no matter what its original form. You can even allow multiple users in different locations to open the same document simultaneously, enabling true workgroup collaboration. Conversely, you can also ensure that confidential documents remain confidential, thanks to Lexign Keyfile's object-level security features.

Lexign Keyfile completes complex document management processes quickly, dramatically reducing the time required to retrieve, update and store documents. As a result, you can work more productively and accurately. Documents and their components are stored in a central data repository, decreasing the risk of being lost. In fact, with Lexign Keyfile, you can eliminate the cost of physically routing paper forms throughout your organization while reducing the valuable storage space wasted on filing cabinets. Better still, Lexign Keyfile fits easily into any office environment. It works with your hardware and software standards to exchange data with your favorite fax, scanner, editor, network software, and optical storage device, including optical storage devices.

PRODUCT FEATURES
Lexign Keyfile is comprised of server software, browser-based client software, optional mail client interface, optional jukebox management, and an administrative client for maintenance. Features include:

- OBJECT-LEVEL SECURITY—Restricts access to cabinets, folders, documents, pages, and annotations by user or group.
- ENHANCED IMAGE VIEWER—Enhances images for on-screen viewing and allows application of a rich set of annotations that do not compromise the integrity of the image.
- Viewer supports over 200 electronic document formats.
- COMPOUND DOCUMENT PRINTING—Allows multiple documents of different formats to be printed with a single command.
- WEB CLIENT—Allows documents to be viewed from anywhere over the Internet
- SIMPLIFIED E-MAIL AND FAXING—Enables documents to be sent directly to Microsoft Outlook or Lotus Notes for e-mailing and faxing (optional component).
- DOCUMENT STORAGE—Stores and retrieves electronic documents
- HIERARCHICAL STORAGE MANAGEMENT— Allows documents to be migrated to storage devices such as optical jukeboxes and network attached storage (optional component).